Redesignation for Reserve Officers Keys to Success

17 June 2012

Redesignation for Reserve Officers
Keys to Success

- Information, guidance and template for correctly submitting a Redesignation (also known as Change of Designator) request package can be found on the Navy Personnel Command website: http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/OFFICERS/Pages/COD.aspx

- Procedures for requesting a Change of Designator (COD) are provided in Chapter 9 of BUPERSINST 1001.39F and MILPERSMAN 1212-010. Additional procedures for LDOs and CWOs are in 1212-020 and 1212-030.

- All CODs of Inactive Duty Officers are administratively done, without board action, by NAVPERSCOM (PERS-911).

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- For Active Component (AC) Officers transferring or going to the Reserve Component (RC) who are desiring Redesignation, a Prescreening Questionnaire must be filled out (not needed for members in the IRR) and returned to the Career transition office (CTO). CTO will advise member of BUPERS-3 recommendation based on prescreen.
- All Officers in the situation above must submit a COD package via the CTO.
- Timeline for processing once package is received is approximately 10 days. Click the icon see the timeline.

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- For more details, click on right side of screen of http://www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/OFFICERS/Pages/COD.aspx

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- Documents needed:
  - Letter from the member
  - Endorsement and/or recommendations (not needed for members currently in the IRR)
  - FITREPS (**last three, but no less than two**)
  - Copy of college transcripts (**original not required**)
  - All other documentation (**any additional schools or information that the member feels is beneficial to the package**)

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- Requests should be submitted to PERS-911C via the Officer's Reserve chain of command to include the Reserve unit CO and Navy Operational Support Center (NOSC) CO. Use http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/Documents/USNRChangeofDesignatorProcess.pdf to help determine the routing (via section), which highlights community-specific requirements for requests.
- IRR members will forward requests to NAVPERSCOM (PERS-911) via both the current and prospective program sponsors (if applicable).

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- All officers of the Line requesting transfer into a Staff Corps and all Staff Corps officers requesting transfer into the Line of the Navy or into another Staff Corps must be serving in a grade not above lieutenant commander.
- Transferring into the Chaplain Corps is not allowed.
- See the following for more eligibility guidelines: MILPERSMAN 1212-010

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- **The fax number is 901-874-2753 for everyone assigned to PERS 911.**